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UNITED STATES MISSION - BOGOTA

U.S. VACANCY ANNOUNCEMENT

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Job Vacancy

July 7, 2004

OPEN TO: ALL U.S. CITIZEN

POSITION: DAO/DIA ADMINISTRATIVE ASSISTANT

CLOSING DATE: Wednesday, July 21, 2004

WORK SCHEDULE: Part Time Temporary, 39 hours/week

SALARY: GG-7; GG-8; GG-9 (depending upon qualifications)

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Mission authority must be residing in country and have the required work and/or residency permits to be eligible for consideration. *Applicant must attach a copy of work and/or residency permit.*

"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: AEFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".

TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, or OF-612) or a current resume.

Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page:

<http://bogota.usembassy.gov> under “Recursos Humanos”- “Vacantes”.

SUBMIT APPLICATION TO:

American Embassy
Human Resources Office
Attention: Recruitment Unit
Diagonal 22D Bis No. 47-51

- U.S. Citizens residents in Colombia must submit the employment application to the Embassy receptionist.
- Current EFM employees must submit the employment application to the Human Resources Office Receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.

PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Administrative Assistant in the Defense Attache Office (DAO).

BASIC FUNCTION OF THE POSITION

Incumbent serves as the Administrative Assistant to the Defense Attaché Office (DAO) performing a wide spectrum of administrative, report processing and logistical duties while promoting an extremely efficient office operation.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Reviews, edits and coordinates reports, receives and coordinates unclassified and classified message traffic and electronic mail messages.
2. Manages the preparation of correspondence, electronic forms, reports and drafts from notes, verbal directives or verbal instructions while insuring the technical content and regulatory compliance of the same.

3. Prepares and submits monthly financial reports in accordance with Defense Intelligence Agency regulations.
4. Responds to information requests from outside agencies and personnel. Insures these requests are appropriately assigned a suspense and that responses are submitted in a timely fashion.
5. Insures proper dissemination of reports to appropriate Embassy sections and DAO personnel.
6. Maintains and controls all classified and unclassified filing systems in accordance with appropriate regulations.
7. Supervises and manages all DAO domestic and foreign travel logistics, which includes airline reservations, ticket acquisition, ground transportation, hotel reservations, conference attendance and the meeting schedules.
8. Manages preparation and tracking of country clearance requests, approvals and denials.
9. Be fully capable in the management of military aircraft overflight and landing clearances, including liaison between DOA and the Colombian authorities.
10. Manages the DAO visitor support-briefing program.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must be a U.S. Citizen, and at least 18 years of age.
2. Must be able to obtain and retain a Defense Intelligence Agency Top Secret security clearance.
3. Education: Completion of high school.

4. Prior Work Experience: One to two years of clerical or administrative experience.
5. Skills and Abilities: Typing proficiency and ability to operate the computer
6. Language Proficiency: Level III English (Speaking and Reading).
Level III Spanish.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. EFMs who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

DEFINITIONS

1. **Eligible Family Member (EFM):** U.S. Citizen spouse or U.S. Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a U.S. Citizen Foreign or Civil Service employee or military service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad and under Chief of Mission authority.
2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are U.S. Citizen EFMs and family members of FS, GS, and Military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE
BY: 07/21/04**

DISTRIBUTION: "B"
DAO – ADMINISTRATIVE ASSISTANT.doc

